



ENVIRONMENTAL EDUCATION CENTER Facility Rental Policy

Community Services Department – Recreation Division
4050 E. Chandler Heights Rd., Chandler, AZ 85249
www.chandleraz.gov/veterans-oasis
480-782-2890

A. EEC FACILITY RENTAL PURPOSE STATEMENT

The Environmental Education Center (EEC) is a green facility that is dedicated to providing recreational activities that promote an eco-friendly lifestyle. When not in use for the Center's own classes and programs, the EEC's four classrooms are available for private rental. The policies, rules, and regulations detailed in this guide are in place to help govern the use of the facility in order to provide a safe and enjoyable atmosphere for our residents, visitors, and staff.

B. FACILITY RENTAL POLICIES AND PROCEDURES

1. All reservations must be made in person at the EEC.
2. The Facility Manager (FM) or designee must approve all organizations, groups or individuals interested in using or renting rooms within the EEC. Priority will be given to Chandler based groups.
3. All reservations must be made by a responsible person (RP) who is an individual 18 years of age or older and someone who will serve as the main contact for center staff.
4. The RP must be onsite at all times during the reservation. All rental usage of the EEC must be under competent, adult supervision with the RP assuming full responsibility for any damage to the facility or equipment.
5. A two-hour minimum reservation is required, per room, and all reservations must take place during regular EEC business hours.
6. Accepted forms of payment are cash, credit/debit card and cashier's check. A \$500 security/damage deposit will be collected at the time the reservation is booked.
7. A reservation can be made up to 90 calendar days in advance. Reservations are on a first-come first-served basis. Ongoing reservations, defined as consecutive reservations of two or more instances, are not being accepted at this time.
8. Reservations made less than 21 calendar days before the rental date must be paid in-full at the time the reservation is made and the RP is subject to the immediate acceptance of all policies contained within this document.
9. Fees are subject to change with or without notice, at any time. Rate changes are not retroactive.
10. Rental fees include: a designated room, a one-time set up of tables and chairs, and a staff member to monitor the reservation.
11. A mandatory meeting with the Facility Manager, or designee will be made once the reservation falls within 75 calendar days of the reservation date, but no less than 21 calendar days before the reservation date. This meeting is to review rental policies and procedures, determine room set-up, and discuss any other special requests. The FM or designee will make reasonable attempts to contact the RP to set-up a pre-reservation meeting.

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12. Staff will work with the RP to ensure that all rules and regulations are adhered to and that all clean-up responsibilities are completed.
13. The City of Chandler is not responsible for personal equipment or items left in the facility. Items belonging to the RP and/or guests cannot be left overnight in the facility except as stipulated in Section C, Number 5 (h) of this policy.
14. The RP will be held responsible for the actions of all reservation attendees, including children. For their safety, please enforce the following rules:
 - Children must not be left unattended in any of the rooms of the EEC and are to be under adult supervision at all times.
 - It is the responsibility of the RP to be sure proper supervision and conduct takes place.
 - Children are NOT allowed to run free throughout the EEC and it will not be tolerated.
 - Reasonable and appropriate noise levels must be maintained and will be monitored by the facility staff.
15. Animals are not allowed inside the facility or in any classroom patio, except for certified guide animals. If animals are part of a special event or program, permission may be granted, by the FM or designee, under special conditions.
16. **SMOKING IS NOT PERMITTED INSIDE THE FACILITY OR ON ANY CLASSROOM PATIO AT ANY TIME** (City Ordinance #1767). The RP is responsible for enforcement of the *no smoking* policy. Damages that occur as a result of violating this ordinance will be charged, with or without notice, to the permit holder's damage/security deposit credit card on file.
17. Room occupancy limits, as established by the Fire Marshall, apply. If there is a concern with the number of people in the room during the time of the reservation, the RP is required to cooperate with staff requests. Room occupancy limits are: Painted Desert (113), Jackrabbit (50), Gecko (43), and Coyote (43).
18. Failure to adhere to or enforce policies will result in forfeiture of part or all of the \$500 damage/security deposit, as determined by the FM or designee.

C. FACILITY RENTAL RATES AND INFORMATION

1. ROOM CAPACITIES, RATES, AND SET-UP EXAMPLES

ROOM SEATING CAPACITIES

Room Number	Room Name	Classroom-style	Banquet-style	Theater-style	Conference-style
101	Coyote	20	20	30	20
102	Gecko	20	20	30	20
108	Jackrabbit	24	24	40	24
112	Painted Desert	50	50	80	50

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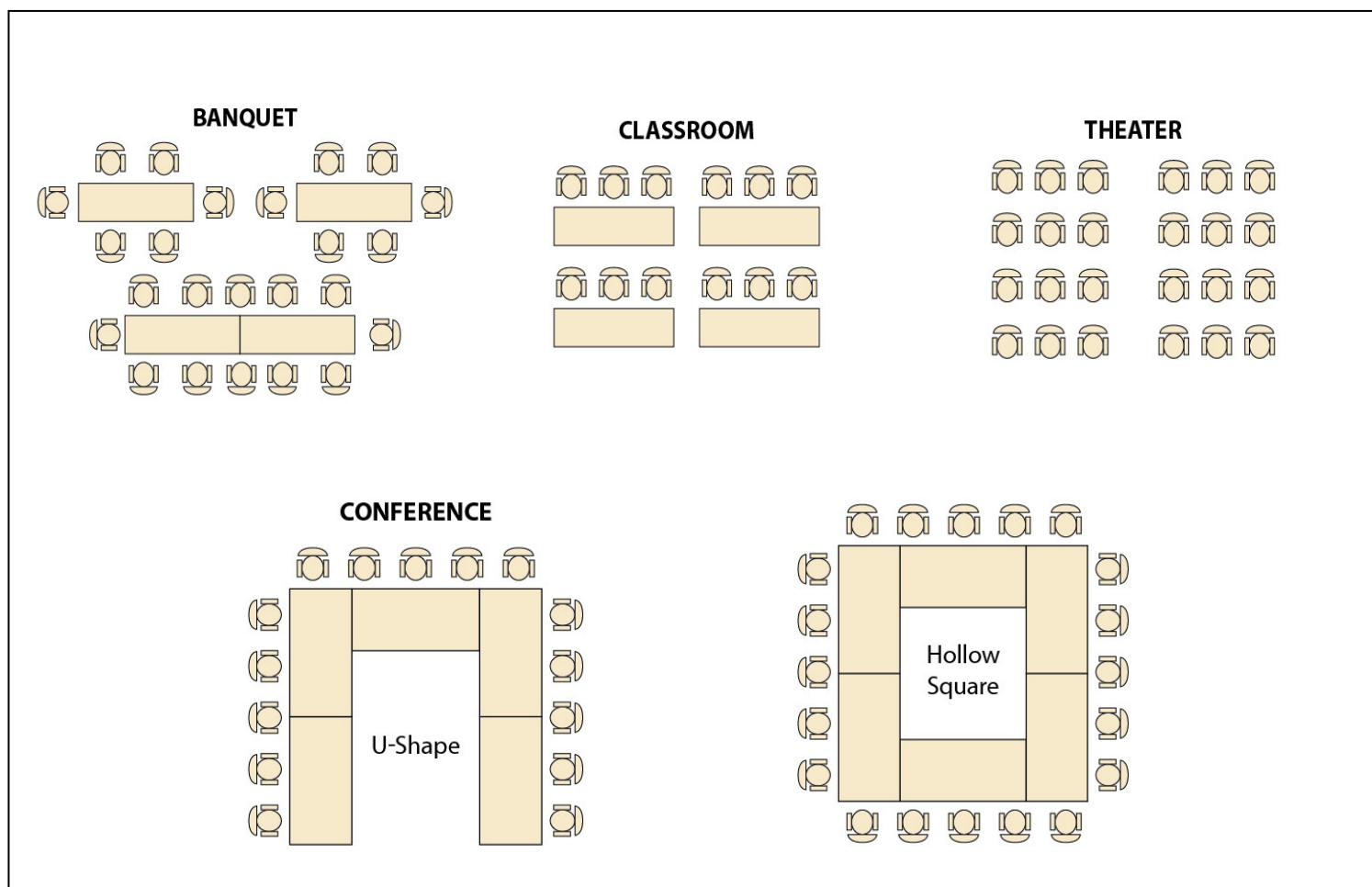
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HOURLY ROOM RATES

ROOM Number	Room Name	Chandler Resident Rates	Non-Resident Rates	Chandler Non-Profit Group Rates (refer to section C 11)
101	Coyote	\$40	\$54	\$20
102	Gecko	\$40	\$54	\$20
108	Jackrabbit	\$40	\$54	\$20
112	Painted Desert	\$60	\$81	\$30

ROOM SET-UP EXAMPLES



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2. SET-UP

EEC staff will provide a one-time table and chair arrangement. If extra time is needed, by the RP, for decorating or bringing in materials and food, or after the reservation for clean-up and tear-down, additional hours, if available, may be added to the reservation. One hour of set-up/clean-up time is \$25 for Chandler residents and \$34 for non-residents. If additional time is needed beyond one hour, the charge for additional hours will be at the regular room rate.

- a) Furniture and/or equipment are not to be moved in the room(s) without the permission of the FM or designee. Rooms are to be returned to their original set-up at the conclusion of every event, unless otherwise stated, in writing, by the FM or designee.
- b) If tables are permitted to be moved, do not drag tables across floors. Two people must move tables. The RP will be charged 100% of the repair and/or replacement cost of a broken table, and/or to repair scratches to the floors or any damage to carpets. This amount will be charged, within 10 business days, with or without notice, to the permit holder's damage/security deposit credit card on file.

3. CLEAN-UP

Upon completion of the reservation, the room must be left clean. If it is not, and staff must clean up, the fee will be \$25 per hour. If extra time is needed after the reservation for clean-up and tear-down, additional hours, if available, may be added. One hour of set-up/clean-up time is \$25 for Chandler residents and \$34 for non-residents. If additional time is needed beyond one hour, the charge for additional hours will be at the regular room rate.

- a) Cleaning includes, but is not limited to: removing all decorations, clearing off tabletops, removing table coverings and wiping down all tables; sweeping spills or messes from floors; wiping off chairs and placing them under the tables or against the walls; and disposing of all trash and recyclables into proper receptacles. Close all blinds on windows and turn off the lights upon exiting the room.
- b) Paper towels, trash bags, and basic cleaning supplies may be checked out from EEC staff. A broom and dust pan is also located in each room.
- c) Liquid waste may not be placed in any trash container. Soda cans and water bottles must be emptied before being placed into any recycling containers.
- d) All clean-up must be completed prior to vacating the premises. An EEC staff person will perform a room inspection with the RP upon completion of the reservation. If the room is left unclean, damaged, or if there is any missing or damaged equipment, the RP will be charged for the damages. This amount will be charged to the permit holder's damage/security deposit credit card on file with or without notice.

4. FACILITY RENTAL HOURS

Facility rentals are not available after-hours, on Sundays, or City-recognized holidays. Rental hours are only during EEC operational hours: Monday and Friday 8 am - 5 pm, Tuesday – Thursday 8 am - 8 pm, and Saturday 8 am - 2 pm.

- a) Reservation hours must be strictly observed. It is the duty of the RP to ensure that guests depart the reservation on or before the time designated on the Facility Use Permit.
- b) If failure to depart occurs outside of normal operating hours, an additional charge of \$12.50 per each 15 minutes (rounded to the nearest quarter hour) will be assessed to cover staff and building operation costs. This amount will be charged, with or without notice, to the permit holder's damage/security deposit credit card on file.
- c) Failure to depart on time may result in forfeiture of part or all of the damage/security deposit.

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5. EQUIPMENT

- a) All four classrooms have white boards. Jackrabbit and Painted Desert classrooms each have a projector and screen that may be used during the reservation.
- b) Do not use any type of markers that will bleed through paper and onto the tables. Any damage to the tables, white boards, and/or projector and screen will be charged, with or without notice, to the permit holder's damage/security deposit credit card on file.
- c) Only dry-erase markers should be used on the marker boards. Do not use other markers of any kind.
- d) It is the responsibility of the RP to provide all items needed for the reservation. Supplemental supplies (markers, pens/pencils, paper) and disposable items (plates, napkins, cups, utensils, table-coverings) are not provided. Copies are available at the front desk: fifteen cents each for Chandler residents and nineteen cents each for non-residents.
- e) The EEC offers a variety of audio/visual equipment. Equipment rental must be pre-arranged with the Facility Manager or designee. Only trained EEC staff can operate these items. Equipment rented from the EEC must be returned to the Facility Manager or designee immediately at the end of the reservation.
- f) In the event of equipment failure, do not attempt to fix it, instead, ask for EEC staff assistance. If someone, in the reservation party, attempts to fix the media equipment/software and causes any type of damage, the RP will pay 100% of the repair or replacement costs for the media equipment/software. This amount will be charged, with or without notice, to the permit holder's damage/security deposit credit card on file.
- g) If equipment is being rented from an outside vendor for the reservation, it is the responsibility of the RP to obtain permission from the FM or designee. The RP is responsible for making arrangements to meet the vendor at the EEC to accept the deliveries. Facility staff will not sign for outside rental items and the staff will not be responsible for items while they are on the premises.
- h) It is the responsibility of the RP to inform rental companies that items must be picked up within 24 hours of the completion of the reservation, except on Saturdays when items will be stored in a designated classroom for pick-up on Monday morning.

6. DAMAGE/SECURITY DEPOSIT

The permit holder is required to provide a \$500 damage/security deposit at the time of booking the reservation.

- a) City sponsored or city affiliated groups with the Community Services Department are not required to pay a deposit.
- b) Deposits are secured with a valid Visa, MasterCard or American Express or debit card.
- c) All debit or credit card numbers that were submitted towards the damage/security deposit will be shredded 10 business days after the reservation.
- d) If damage occurred or a violation was assessed, the permit holder will be notified of the amount of money being charged and the reason. The debit/credit card will only be charged for the amount appropriate to correcting the problem.
- e) Major damage to the classrooms, patios, or any space inside the EEC caused during the reservation will result in the forfeiture of the \$500 damage/security deposit and additional charges will be incurred, as needed, with or without notice. Examples of major damage include, but are not limited to: fire, structural damage, vandalism, or a gross violation of the rules & regulations contained in this document.
- f) If someone at the reservation sets off the fire alarm or damages any alarm, the permit holder will be charged for parts and labor for installation and the cost of the alarm company to come out to reset the alarm. This amount may be substantial and will be charged to the permit holder's damage/security deposit credit card on file.

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7. REFUNDS

In case of cancellation, the refund policy is as follows. If FM or designees are notified by the RP:

- 60-90 calendar days prior to the event, 25% of the total reservation amount will be withheld.
- 30-59 calendar days prior to the event, 50% of the total reservation amount will be withheld.
- 29 calendar days or less prior to the event, 100% of the total reservation amount will be withheld.

8. CATERING GUIDELINES

The EEC does not have a public kitchen. Reservations that include refreshments are permitted to use a professional caterer or have food delivered directly to the classroom. The RP may also choose to cater their own event, for example, by bringing in party trays, boxed lunches, or other pre-made items. EEC staff will not assist with any delivery, serving, set-up, or clean-up of food/beverages. For more information, please request a copy of our Catering Guidelines from the Facility Manager or designee.

9. ALCOHOL

Events with alcohol are NOT permitted inside the EEC or on any of the facility's classroom patios. There are no exceptions.

10. FUNDRAISERS

Charitable events are welcome at the EEC. However, no exchange of money can take place at the facility or on park property. Event registration fees and tickets must be pre-sold prior to the event. This includes silent auctions, food, beverages, admittance tickets and monetary donations.

11. NON-PROFIT, GOVERNMENT AGENCIES, AND SCHOOL DISTRICTS

To receive the discounted non-profit room rate, the organization must provide a copy of their 501(c)(3), upon request, and must be based within the City of Chandler.

- a) National organizations (i.e. Boy Scouts, Girl Scouts) must provide a copy of their 501(c)(3) designation on official, organizational letterhead, along with the name of the troop leader and a statement confirming the local chapter is located in Chandler.
- b) Government agencies must provide a letter on official letterhead or the RP must show a state-issued ID.
- c) Chandler Unified School District functions may be either discounted or complimentary. Please see the Facility Manager or designee for details. A letter on official letterhead from the Chandler School District or specific school must be submitted at the time of reservation.

12. DECORATIONS

Decorating is allowed. However, there are a few guidelines in place to ensure that the Environmental Education Center continues to be aesthetically pleasing to all.

- a) No nails, staples, duct/scotch tape or other fastening devices can be used on any walls, floors, ceilings, moldings, counters, or furniture. Only painter's masking tape can be used on the walls. All tape must be removed immediately after use. If any adhesive from the tape sticks to the surface, a charge will be assessed to remove it. Written permission must be given by the FM or designee prior to the use of any type of adhesive. This permission can be obtained during the pre-reservation meeting.
- b) Helium balloons in all classrooms must have at least a 20-foot string so they are easy to remove. All balloons must be removed at the conclusion of the event from the ceiling and floors. There will be a \$50 removal charge for balloons that float to an unattainable height. This amount will be charged to the permit holder's damage/security deposit credit card on file.
- c) The permit holder must provide their own ladder, equipment, and supplies needed for decorating the facility.

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- d) Glitter and confetti are not allowed in any rooms or on patios at the EEC. Curling ribbon can be used in place of glitter, but must be completely picked up upon conclusion of the reservation.
- e) Tables used for food service or an extremely messy activity are required to be covered (tablecloths are not provided by the EEC). Cloth, plastic, or paper cloths with plastic backing can be used. The size of the rectangular metal tables are 6' x 3'.
- f) Fog or smoke machines are not permitted. These machine set off the smoke alarms. If used, the permit holder will be charged for the cost of the alarm company to come out to check and reset the alarm. This amount may be substantial, and will be charged to the permit holder's damage/security deposit credit card on file.
- g) Requirements for use of candles and other open-flame devices must be in accordance with the City of Chandler Fire Department. Please call the City of Chandler's Fire Prevention Department at 480-782-2121 to set up an appointment to obtain a an Open-Flame Permit (OFP), a fee of \$85.00 may be charged for this permit. The RP is required to inform the Facility Manager or designee of the intent to have an open flame during the reservation and must show the FM or designee a signed/approved OFP prior to the use of the device within the facility or on park property.

13. CONCLUSION

It is the responsibility of the RP to relay the rules and regulations to their entire group. Failure to adhere to the rules and regulations outlined in this document may result in expulsion of the RP and all attendees of the reservation, and forfeiture of the entire damage/security deposit, as well as forfeiture of any future use of the facility. Any expense incurred by the City for repairs, damaged equipment, facility damage, stains or marks on furniture, floors or walls will be charged to the permit holder's damage/security deposit credit card on file.

This document is by no means an exhaustive list. The Facility Manager or designee maintains the right to implement changes and additional rules/regulations, except as indicated, to any reservation as needed, in order to ensure the safety and security of City staff, guests, the park and the facility.

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